



## **AMERICAN CONSULATE GENERAL, KOLKATA, INDIA**

VACANCY ANNOUNCEMENT NUMBER: **KOL-2016-01**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Program Specialist, FSN-1550, CLA-721020  
(Personal Services Agreement)

**OPENING DATE:** January 07, 2016

**CLOSING DATE:** January 21, 2016

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident (NOR) - Grade: FP-05 (steps 5 through 14)  
(Final grade and step will be determined by Washington)  
Ordinarily Resident (OR) - Grade: FSN-10\*  
\*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

**ALL NOT ORDINARILY RESIDENT (NOR) APPLICANTS (See Definitions) MUST ATTACH THE REQUIRED WORK PERMIT-VISA, RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (Applications that do not provide the required documentation will not be considered)**

The U.S. Consulate General in Kolkata is seeking an individual for the position of Program Specialist in the Public Affairs section.

Applicants must apply on the U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

### **BASIC FUNCTION OF POSITION**

Under the supervision of the Public Affairs Officer (PAO) the Program Specialist has leadership and management responsibility for all programming in the American Center's public spaces, including the large multi-purpose rooms, the library conference room and open spaces of the library. Occasional programming at external locations is also required. Under the guidance and direction of the PAO or APAO, he/she works with PAS, interagency, Embassy, and Washington

resources to plan, develop, and direct a complex and dynamic group of daily programs, reaching a large Indian audience. The Program Specialist will manage up to two local staff, and have oversight for program development, marketing and outreach, contact database management, and program fiscal management. He/she will advise American officers on programming issues for these spaces.

The position performs the following duties, though not limited to:

**Management and Leadership:**

Coordination of programming in all spaces of the American Center, including external programming if needed.

**Strategic Planning and Advising:** The incumbent serves as Coordinator of programming for the American Center. He/she often works independently with minimal PAS Officer supervision to plan, develop, and manage the American Center Programs in accordance with PAS and Consulate Kolkata goals. He/she coordinates review, creation, selection, development, planning, and program implementation, working closely with members of the U.S. mission to design integrated strategies and accompanying activities to support the goals of the U.S. Consulate General Kolkata, Embassy New Delhi, and U.S.-based programming stakeholders.

**Supervision:** Directly supervises up to 2 American Center LES staff, prepares their evaluation reports and recommends appropriate personnel actions.

**Program Management:** The incumbent partners directly with Consulate officers from all sections to provide vision and leadership for developing and implementing program initiatives that create and maintain leadership for the American Center as a current and relevant source of information on the United States in India through timely and focused programming. The incumbent sets specific programming goals and objectives and then is responsible for their implementation. They also create or oversee creation of whatever marketing and outreach tools are required, such as online and physical invitations, calendars, and marketing materials.

**Quality Assurance:** The incumbent meets regularly with the PAO and/or APAO and with considerable autonomy identifies and implements strategies to ensure high quality of programs. These programs and activities should also provide whenever possible consistency in their effectiveness, efficiency, and compliance with American Spaces standards. Incumbent must work with management staff, facilities and procurement on all programs, including providing local, mission-wide, and global reporting and record keeping (e.g., PAS highlights, MAT, American Spaces Database). Incumbent must develop, utilize and then review and apply feedback provided by program attendees.

**Outreach:**

**Planning and Advising:** The incumbent takes a leadership role to plan, develop, and direct innovative outreach programs in partnership with PAS and other Consulate, Mission, and US officers and stakeholder, using targeted promotion strategies. He/she works closely with Consulate officers to develop and recommend strategies, materials, and merchandise. They work closely with senior leadership of partner organizations to ensure that Lincoln Corners are effective outreach locations.

**Content Development and Delivery:** He/she develops or oversees development of materials and content to deliver programs.

**Contact Management:** The incumbent develops and maintains strategic relationships with individuals and partners at a high level of government and society. He/she works closely with

Consulate officers to connect with senior leadership of partner institutions. He/she manages a contact management database, having oversight of database updates through client name input, and email and contact outreach and management.

**Program Development:**

Content: They coordinate the development of materials and deliver content for American Center programs. They oversee content development from their staff, and liaise directly with American Officers at the consulate to help develop custom content, acting as a go-between officers and LES staff that have subject matter expertise.

**Other Duties as Assigned:**

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(Applications that do not provide clear evidence that all qualifications are met will not be considered. It is recommended that you attach a supplemental statement specifically addressing the following requirements).**

1. Completion University degree in science/commerce/humanities is required.
2. Five years of progressively responsible experience in event planning, program management, designing, training, monitoring and evaluation, leading teams, motivation and in the use of emerging technologies in international organizations/Government/NGOs/the private sector is required.
3. Level IV (fluent) in speaking, reading and writing English, Level IV (fluent) in speaking, reading and writing Bengali, and Level III (Good Working Knowledge) in speaking, reading and writing Hindi, is required.  
**(When applying for the position, please indicate your level of proficiency for these languages. Please note to use number key (3 or 4 ) while applying online for the jobs requiring level –III and level –IV proficiency as the DS-174 application form does not accept more than two letters). (THIS WILL BE TESTED)**
4. Knowledge of a broad range of public diplomacy, Indian society and culture; education issues; Indian institutions and marketing strategies, is essential.
5. Excellent communication, negotiation, interpersonal, and cross cultural skills; the ability to motivate project staff; independent planning, organizing, and implementing assigned responsibilities; written, oral communication and presentation skills. Strong organizational skills, such as the ability to plan annual events and programs, set goals and targets.

**SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs and hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website. Must answer all the questions in DS-174 application form.

<http://kolkata.usconsulate.gov/jobopportunities.html> **or** (see below)

2. A current resume or curriculum vitae that provides the same information found on the Universal Application for Employment; **or** (see below)
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus** (see below)
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Universal Application for Employment.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth

- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education - include all education completed
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills - Indicate reading, writing and speaking levels of proficiency.
- T. Work Experience - include details of all periods of employment or unemployment with CTC salary details
- U. References - Provide names and addresses of 3 persons with knowledge of your work performance (*do not include relatives or former supervisors*)

## **SUBMIT APPLICATION TO**

American Consulate General  
Management/HR Office  
38A, Jawaharlal Nehru (Chowringhee) Road  
Kolkata 700 071

**Applications sent by post/courier/hand delivered will only be accepted from Monday thru Friday between 8:00 am and 5:00 pm, excepting holidays.**

Or

E-mail application form and supporting documentary attachments to: [HROKolkata@state.gov](mailto:HROKolkata@state.gov)

Please insert "VA# 2016-01 (Vacancy Announcement Number) and CLA-721020 (Position number) in the subject line of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

## **POINT OF CONTACT**

Human Resources Office  
Telephone: 3984-2400  
Fax: 2282-2335

All applications for the subject announcement must be received by  
**COB January 21, 2016.**

## DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **AN EQUAL OPPORTUNITY EMPLOYER**

The U.S. Mission in Kolkata provides equal employment opportunity (EEO) and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.